

**FRANKLIN COUNTY COMMISSIONERS
HUMAN RESOURCES DEPARTMENT
373 South High Street, 25th Floor
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Benefits & HR Fiscal Operations Administrator
(Unclassified)

PCN: 060410

SUPERVISOR: Director, Human Resources

Primary Responsibilities: Lead the efforts for the development, structure, implementation, & evaluation of the Benefits and HR fiscal operations for the Board of Commissioners' agencies and other related entities. Represents the self-insured Franklin County Cooperative Health Benefits Plan to all current and prospective members. Overall administrator for health benefit program and customer service for 10 public entities (6,200 employees/15,000+ members). Responsible for vendor selection, vendor/contract management, benefits rate setting, online enrollment process, auditing (eligibility, claims administration) process, and preparing financial & utilization data analysis reports, liaison to public entities/vendors, benefits budget preparation and review, HIPAA compliance, information technology/report writing, Joint Benefits Committee participation, program liaison to collective bargaining units, legislative updates, benefits newsletter, and managing for results data reporting.

Develops, prepares and oversees preparation and maintenance of various fiscal related reports and prepares presentations to report data analysis. Oversees the development of IT system to ensure full integration with all programs, special projects, staff, coalition members and providers of services. Oversees the development and implementation of marketing strategies for all benefits-related initiatives/programs.

Minimum Qualifications: Bachelor's degree (Master's preferred) in business administration, CEBS certification highly desirable. Should have 7-10 years of significant related experience in a large employee/participant setting; ideally in the public sector. Strong benefit development strategic planning background required. Must have a demonstrable high level of analytical skills. Ability to negotiate, communicate and maintain high level working relationships both internally and externally required. Well developed written, verbal and presentation skills necessary.

SALARY: Competitive salary, based on experience, plus a comprehensive benefits package

DEADLINE FOR APPLYING: Until position filled

If interested, please send application/resume and cover letter including salary requirements to Franklin County Human Resources Department, 373 S. High Street, 25th Floor, Columbus, Ohio 43215. **This position is an unclassified position and serves at the pleasure of the Board of Commissioners.**

-EOE-

8/25/2006